

GUIDELINES

Subgrant Application

Montana Board of Crime Control

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Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact the Montana Board of Crime Control, 3075 North Montana Avenue, Helena, MT 59620; Phone: 406-444-3604 Fax: 406-444-4722 TTY: 406-444-7099

GENERAL INFORMATION

This guide provides instructions regarding the proper completion of a grant application to the Montana Board of Crime Control (MBCC). Throughout this document you will find guidance and explanations that may prove helpful. Components are identified by numbers that correspond to numbers on the application form. Please feel free to call staff listed on the RFP if you need clarification.

Awarded grants form a contract between you and MBCC. It is, therefore, important that you carefully consider the objectives and expectations of your project. You will be held accountable for the responsible use of federal funds.

Submit all applications directly to: **MONTANA BOARD OF CRIME CONTROL**
3075 NORTH MONTANA AVENUE
P.O. Box 201408
HELENA, MT 59620-1408

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SECTION 1 - FACE PAGE

The Face Page is the first page of the application and requests information about the applicant, names, phone numbers, etc.

RFP NUMBER. This number is found on the front page of the Request for Proposal (RFP), which announced the availability of funds.

APPLICANT AGENCY. Provide complete information on the parent agency for this project.

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN). Include your Federal Employer or Payee Identification Number.

PRIVATE NON-PROFIT. Private non-profit organizations must include proof of the IRS status. A photocopy of the IRS letter is sufficient.

PROJECT DIRECTOR. Enter the name or the person who will be responsible for all communication regarding this subgrant, including fiscal. Include your phone number and e-mail address (indicate direct e-mail or agency e-mail).

PROJECT TITLE. Your descriptive title for this project.

PROJECT DURATION. Include the start and termination dates for the project. Do not exceed 12 months unless specifically instructed to do so by MBCC.

OTHER FEDERAL SUPPORT. Describe any other federal source of funds that will be used to support this specific project. Be sure to correctly indicate the total number of months of federal support this project may have already received.

IF PREVIOUSLY FUNDED. Enter the total number of months of federal support.

PREVIOUS GRANT NUMBER. The MBCC grant identification number assigned to your previous grant.

FAXED APPLICATIONS WILL NOT BE ACCEPTED.

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SECTION 2-PROJECT BUDGET SECTION 3-BUDGET NARRATIVE	

*Each application must include a **PROJECT BUDGET** as well as a **BUDGET NARRATIVE** as described below.*

SECTION 2 PROJECT BUDGET

BUDGET FORMS IN THE APPLICATION

There are two parts to the budget: the Project Budget and the Budget Narrative. The **Project Budget** has five sections: Personnel, Contracted Services, Travel and Per Diem, Equipment, and Operating Expenses. The **Budget Narrative** details how you arrived at and calculated the amounts listed on the Project Budget. You must specify how you arrived at the costs. A clear budget narrative tied to the project objectives is one of your strongest selling points.

MATCH LOCAL MATCH

Calculate your match requirement as a percentage of the total project budget. First determine how much the project will cost, then determine what your match requirement is by taking the percentage of the total project budget. ***Check your RFP for required match.***

When calculating matching funds (i.e. 20% match requirement), the following formula may be useful:

$$\begin{array}{lcl} \text{Step 1.} & \frac{\text{Amount requested}}{80} & = \text{Total Budget} \\ \text{Step 2.} & \text{Total Budget} \times .20 & = \text{Local Match} \end{array}$$

Example: \$20,000.00 federal funds are being requested. The local match requirement is 20%.

$$\begin{array}{lcl} \text{Step 1.} & \frac{\$20,000}{80} & = \$25,000 \text{ Total Budget} \\ \text{Step 2.} & \$25,000 \times .20 & = \$5,000 \text{ Local Match} \end{array}$$

Documentation. All applications must explain the source and amount of match.

Signed agreements. If match is provided from several sources (agencies), signed letters of agreement or signed inter-local agreements committing to the match are required.

MISCELLANEOUS INFORMATION – Federally funded personnel may not be used for fund raising purposes.

AUDIT

If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (***Note: Agencies receiving \$500,000/year or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.***)

INDIRECT COSTS

No indirect costs are permitted, such as percentage for overhead costs. All costs must be budgeted as a direct cost (e.g. x \$ per hour) or contracted service, etc.

CAPITAL IMPROVEMENTS/INVESTMENTS

No capital investments or improvements are allowed, unless specifically stated in the RFP.

SUPPLANTING

The Office of Justice Programs describes supplanting as "...federal funds will not be used to replace state or local funds that would, in the absence of federal aid, be made available for law enforcement, criminal justice, victim compensation and assistance and drug enforcement."

SECTION 3

A). PERSONNEL COSTS. Personnel frequently are the largest expenditure. Costs must tie to personnel used to implement the project. Be aware of overtime costs and bargaining unit contracts. Time and attendance records must be maintained.

B). CONTRACTED SERVICES

Consultant Fees: Consultant fees must follow the applicable federal guidelines, Office of Management and Budget cost principles, A-122, A-87, or A-21, and state policy. List the name of each consultant, the service to be provided, hourly or daily fee (8-hour day), and estimated time of project. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance of services.

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fee (i.e. travel, meals, lodging, etc).

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost.

C). TRAVEL AND PER DIEM

The basis for calculation is the current state rate. Current rates are: 44.5 cents per mile, \$23.00 per day for meals (\$5 for breakfast, \$6 for lunch, and \$12 for dinner), and \$60 plus tax per night for lodging. Out-of-state rates vary. Contact staff if you need to estimate out-of-state per diem. For out-of-state hotel reimbursement, check the web page by using the following address.

mt.gov/doa/doatravel/travelmain.asp

D). EQUIPMENT

Equipment must be necessary to the project. Excessive equipment is considered as a reason to deny a proposal. Any expendable supplies must be included under **Operating Expenses**. Items costing less than \$1,000 may be considered consumable supplies and should be budgeted as an operating expense.

Purchase of less than \$5,000 requires proof of competitive pricing. You should get at least three telephone bids and document your files accordingly. Purchases of more than \$5,000 require at least three written bids. The process must be documented, and acceptance of other than the lowest bid must be justified to the MBCC. Sole source procurement of items costing \$5,000 or more must receive prior approval from MBCC, be justified, and documented. Show consideration of more than one source of supply.

E). OPERATING EXPENSE

Expendable supplies, monthly phone charges, rent purchase of evidence, etc. (No indirect costs, equipment under \$5,000.00).

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SECTION 4 - PROJECT NARRATIVE

Executive Summary (subsection A) not to exceed 2 pages. Project narrative (subsections B-F) not to exceed a total of 12 typewritten pages using 12-point font.

Provide a description in the order listed of each component requested. Clearly present each topic, separated by subject headings. You must address each of the five areas: Needs Statement, Goals and Objectives, Implementation Plan, Evaluation/Assessment, and Future Funding. These components describe to the reader the importance of the project, what you will do, and how you will do it.

A. EXECUTIVE SUMMARY (“Sum up” in a few short paragraphs, what is being proposed. Two-page {2} maximum.)

Briefly summarize the scope of your project, state problem(s) or need, objectives and outcomes to be gained, total cost of project summarize each major section of your proposal. This section should be brief, concise and limited to two (2) pages.

Project Narrative (subsections B-F) not to exceed 12 pages total, 12-point font

B. NEEDS STATEMENT (Threat Assessment for Narcotics Task Forces) Use data specific to the target population of your grant application (statewide data or community data).

Document the need and explain the problem. What is the problem and how do we know it is a problem? Include relevant facts, statistics, or other measures of the problem/need. The need statement should be succinct and concise. Clearly describe the target population effected by this project.

C. GOALS

Clearly presenting the project’s goals and objectives is critical to the application and should be undertaken with care and deliberation. Based on the Need Statement, the Goals and Objectives tell the reader what it is you are proposing. The sections below outlines elements you should consider in preparing your Goals and Objectives for the application. Each application must have an identifiable goal and clearly stated objectives.

Goals are defined as a desired state of affairs that are timeless. The Goal Statement should be a concise statement of the project direction. A goal does not have to be immediately attainable but should be realistic, understandable, and related to the Needs Statement. A single overriding goal is usually sufficient.

D. OBJECTIVES

Objectives are specific milestones aimed at achieving your goal(s). Objectives must state a date when a particular milestone will be reached, be measurable, and include valid indicator(s) of reaching the milestone. They must be attainable, realistic, and related to the goal(s). You should be able to describe your project with **3-6** objectives. Once the objectives are determined, establish an implementation schedule (how to reach the objectives) and the evaluation/assessment plan (reporting the measures of the objectives).

Objectives should:

- ✓ Start with the word “To”
- ✓ Specify a single result to be accomplished
- ✓ Specify a target date for completion
- ✓ Specify maximum cost factors, if applicable
- ✓ Are measurable and verifiable
- ✓ Specify only what and when NOT why and how
- ✓ Are readily understandable, realistic, and attainable
- ✓ Are consistent with budget requirements.

E. IMPLEMENTATION PLAN

The implementation plan describes how you will accomplish your objectives. There is no specific model for you to follow. A suggested format is a table (or action plan) listing the objective(s), who is responsible, the timeline, how each will be accomplished, projected costs, resources needed, etc. If other agencies are involved and have responsibilities in your project, attach letters of agreement and support to your application. Articulate your ability to begin the project start date.

F. EVALUATION AND INTERNAL ASSESSMENT

This section is used to document what data you intend to collect to verify that you met the Objectives. A few good measures are better than many poor ones. Be sure to clearly state what data will be collected, how, by whom, and when. In some cases the data to be collected is predetermined by federal regulations.

Use of Data. The internal assessment portion of your application is to outline how you will use the data you collect to modify or alter the project should the data so indicate. For example, if you didn’t meet a timeline set forth in an objective, how will you use this information to modify the project? Internal assessment asks, how can we look at ourselves to make sure we are going where we intend to go? Indicate how you intend to assess your project.

G. SUSTAINABILITY/FUTURE FUNDING PLANS

Each application must contain a future-funding plan. To assure that future needs are considered, applicants must include a plan, which outlines how a project intends to be funded in the future. This plan should address:

- ✓ Current year funding plans which includes a description of match amounts and source(s).
- ✓ Estimated funding request for the subsequent year if the applicant intends to request additional funding. Include the match, sources, and total budget to the extent possible.
- ✓ Estimated total length of federal funding you anticipate seeking in your plan for this project. A good future-financing plan will plan for decreasing use of federal funds year to year. We recognize this funding plan may need to change over the term of federal support.
- ✓ A general description of funding in final year of federal support.

Limitations. Federal regulations generally limit funding to a finite number of months per project. Given congressional trends, there is never assurance of funding year to year. Funding plans are needed to anticipate shortfalls or absence of federal grant funds.

H. ATTACHMENTS

Limit attachments to pertinent letters of support, documentation supporting researched based projects, and similar materials. Attachments should be kept to a minimum, especially those willing to provide specific resources to continue the project.

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SECTION 5 - SPECIAL ASSURANCES AND CONDITIONS

The subgrant application form contains a pre-printed list of Special Assurances. These must remain attached to your application as they form a part of the contract between the Board and subgrantee upon award. The signature pages bind you to them.

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SECTION 6 - CERTIFICATION PAGE (SIGNATURES)

Original signatures are required on the original application. The application, when awarded, forms a contract between you and the Board. The signatures are binding. Duplicate responsibilities are not allowed. For example, no single person can sign as Agency Representative and Project Director.

A. OFFICIAL BUDGET REPRESENTATIVE

This signature must be of a person with budget-setting authority. This is to assure the match funds are committed. This person generally is a Mayor, Chair of the County Commissioners, Tribal Chair, Department Director, President of the Board of Directors, etc.

B. PROJECT DIRECTOR

Enter the name of who will be responsible for all communication regarding this subgrant, including fiscal.

C. FINANCIAL OFFICER

The Financial Officer is the person responsible for the financial control of the project and fiscal reports.

D. CLERK/CLERK & RECORDER

This signature is only required for cities and counties. It is required to notify the Clerk and Recorder for accounting purposes.

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SUBMITTING YOUR APPLICATION

The **original plus seven (7) copies** (8 total) are generally required; however, verify the specific number of required copies by checking the RFP or call MBCC. The copies will be distributed to the members of the Application Review Committee for review and recommendation to the Board/Council for award. If you don't provide the copies, the Committee is not able to consider your application. Faxed applications will not be accepted.

A postmark will document that an application met the deadline for submission and meeting deadline.

Do not use portfolio covers, binders, comb binding, etc. All special packaging is removed in order to insert the original into a file folder.

Special note: Do not require the reviewers to search for components; a disorganized/incomplete application does not encourage a positive review.

A COMPLETE APPLICATION

A full application will have the following components in this order, clearly identified, and understood by a reader: ***Refer to the request for proposal for the correct number of copies needed for application and any additional information needed.***

- ☐ Face Page (applicant name, project name, duration dates, RFP number, etc.)
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Needs Statement / Problem Statement / Threat Assessment
- ☐ Target Population
- ☐ Goal(s) and Objectives
- ☐ Implementation Plan
- ☐ Evaluation / Internal Assessment Plan
- ☐ Future Funding Plan
- ☐ Special Assurances & Conditions
- ☐ Signature Page (requires original signatures)
- ☐ Attachments (letters of support, inter-local agreements, data, questionnaire forms, etc.)

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REVIEW AND AWARD PROCESS

Applications are reviewed by staff and the Application Review Committee.

The Application Review Committee examines each application. They act on each to:

1. Recommend award,
2. Recommend denial, or
3. Seek additional information or clarification prior to recommendation.

The Committee carries its recommendation to the full Board/Council for final action. Their recommendation is based on: the quality of the application; an assessment of the need for the project; whether the project is responsive to the RFP, the applicant's history with other projects; the likelihood of success, and other factors as required by the federal granting agency and MBCC policy. The Board/Council's determination of need remains a primary factor in the decision-making process.

The Committee's recommendation will be mailed to each applicant prior to the Board/Council meeting.

The recommendation of the Committee may be appealed to the full Board/Council by notifying the Division Administrator, in writing, at least 10 working days prior to the Board meeting. Appeals must be based on substantive issues.

Successful applicants are required to report quarterly on the fiscal and program activity of their grant, in the format prescribed by MBCC. The timeliness and quality of the quarterly reports affect your ability to continue an existing project and your eligibility for future grants. Grant reporting requirements are in direct response to demands placed on MBCC by the federal agencies providing the funds to Montana. Every effort is made to reduce the information required from grant administrators, however a certain level of fiscal and program information is mandatory. The best method of documenting accountability is through responsible reporting and your cooperation is very important.